

ADPICS DOCUMENT CANCELLATION

When canceling an AY02 purchase order or requisition after September closes on October 7, 2002, it will be necessary to **change the effective date** on the Document Cancellation screen (PCHL8500) to **09/31/2002** in order to liquidate the encumbrance/pre-encumbrance in FY02. Between October 1, 2002, and October 7, 2002, agencies can input 9/30/2002 or 9/31/2002. If you do not change the effective date on the FY02 purchase order or requisition, an edit will prevent you from canceling the purchase order or requisition in the incorrect year. If users try to enter a FY03 date, they will receive the following error message:

"G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE."

Users will then need to change the effective date of the cancellation document to 09/31/2002. See Chapter 14 of the [OFM Financial Reporting and Accounting Manual](#) for more detail.